Report to:	Performance Scrutiny Committee
Date of Meeting:	17th July 2014
Lead Member:	Lead Member for Modernising and Performance
Report Author:	Corporate Information Manager
Title:	Health & Safety Reporting

1. What is the report about?

1.1 During the Performance Scrutiny Committee meeting held on 1st May 2014, issues associated with Health & Safety reporting were identified and discussed. There were particular concerns at the high number of "Other" and "N/A" accident types being recorded.

1.2 The Committee agreed that a report be presented at a future meeting that would outline the issues and progress to date on resolving the problems associated with recording and reporting data on accident categories for Health and Safety reports (including actions identified and timescales for resolution of the problem).

2. What is the reason for making this report?

2.1 To provide Performance Scrutiny Committee with an overview of the issues associated with the reporting of health and safety incidents and the actions being undertaken to address them.

3. What are the Recommendations?

3.1 That Performance Scrutiny Committee discuss and provide observations on the issues associated with the reporting of health and safety incidents and the actions being undertaken to address them.

4. Report details.

4.1 During the year 2011, the Electronic Document Records Management System (EDRMS) Team and Corporate ICT were approached by Health & Safety to ascertain whether a bespoke reporting system could be developed.

4.2 There were various scoping meetings held and it was recommended by both Corporate ICT and EDRMs to go with a Civica System alongside an in-house developed webform.

4.3 Civica was asked to scope the application and to provide a quotation. The TEST system was built by Civica and the form developed by ICT. Testing was

undertaken and training conducted with users during early 2012. The system went live during May 2012.

4.4   Approximately 12 months after go-live, the Health and Safety team began to raise issues around the "N/A" and "Other" fields and a few other system related issues, including the inability to produce automated reports. These issues created a loss of confidence in the system.

4.5   In order to resolve these issues, the following actions have recently been agreed between ICT, EDRMS and Health & Safety:

- Standard quarterly reports to be produced from July 2014 onwards (removing "Other" and "N/A" fields) (EDRMS Team)
- Conduct changes to the webform (ICT)
- EDRMS hardware and software upgrade to take place, which enables additional fields for more detailed reports (Civica & ICT)
- Implement field changes (Civica)
- More detailed reports to be written following the field changes (EDRMS Team).

4.6   It is anticipated that the aforementioned tasks will be completed by October 2014.

5.   How does the decision contribute to the Corporate Priorities?

5.1   This work does not contribute towards the Council's corporate priorities but does help to comply with Health and Safety Executive reporting requirements.

6.   What will it cost and how will it affect other services?

6.1   Some of the tasks shown in paragraph 4.5 will need to be undertaken by Corporate ICT. These work packages have been discussed and agreed with Corporate ICT.

6.2   The costs associated with the EDRMS hardware and software upgrade will be paid for from the EDRMS budget and were already scheduled to be done during 2014.

7.   What are the main conclusions of the Equality Impact Assessment (EqIA) undertaken on the decision? The completed EqIA template should be attached as an appendix to the report.

7.1   Not required for this report.

8.   What consultations have been carried out with Scrutiny and others?

8.1   N/A.

9.   Chief Finance Officer Statement

9.1   Any costs must be contained within existing resources.

10.   What risks are there and is there anything we can do to reduce them?

10.1   N/A

11.   Power to make the Decision

11.1   Articles 6.1 and 6.3.4 (b) outline Scrutiny's powers with respect to this matter.

Contact Officer:
Corporate Information Manager
Tel: 01824 708246